

1 HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

2 Minutes of the Board of Trustees

3 Administrative Committee Meeting

4 February 27, 2002

5
6
7 TRUSTEES PRESENT: Ms. Audrey Hidano
8 Ms. Kathryn S. Matayoshi, Chairperson
9 Mr. Jim Williams
10 Mr. Jimmy Yasuda
11

12 BUDGET & FINANCE Ms. Wanda Kimura
13 PROJECT TEAM Mr. Tracy Ban
14 Ms. Lynette Fukunaga
15 Mr. Gary Sanehira
16 Ms. Karen Tom
17 Ms. Shirley Kawamoto
18

19 ATTORNEY: Mr. Brian Aburano, Deputy Attorney General
20

21 GUESTS: Mr. George Butterfield – HSTA-Retired
22 Mr. Melvin Kutara – City Department of Human Resources
23 Ms. Karen Momono – Royal State
24 Mr. Miles Kubo - HDS
25 Ms. Lynette Arakawa – HDS
26 Ms. Monica Engle – Vision Service Plan
27 Mr. Melvin Higa – MBAH
28 Mr. Charles Khim
29

30 I. CALL TO ORDER

31 The meeting of the Administrative Committee convened at 9:05 a.m. in Conference
32 Room 303, No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, Hawaii,
33 on February 27, 2002.
34

35 II. NEW BUSINESS

36 A. Selection/election of committee chairperson
37 Motion to elect Kathryn Matayoshi as chairperson: (Yasuda/Hidano)
38 Discussion: None.
39 Vote: Unanimously passed.
40

41 B. Draft procurement process
42 Motion to recommend procurement process as drafted with revisions.
43 (Williams/Yasuda)
44 Discussion: Changes proposed, see attachment.
45 Vote: Unanimously passed.
46
47

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Administrative Committee Meeting

February 27, 2002 Minutes

PAGE 2

1 C. Interim budget (January 1, 2002 – June 30, 2003)

2 Motion to recommend the budget to the board for board approval, as amended.

3 (Hidano/Williams)

4 Discussion: Changes were proposed to increase A Costs (position count and
5 salaries) and increase/redistribute B Cost (Other Current Expenses) items.

6 Specific changes in FY 03 were: increase the position count from five to six
7 positions with the addition of a professional position at \$55,000; increase salary
8 for the Administrator from \$100,000 to \$150,000; rename the existing three
9 professional staff and increase the salaries of one of the positions from \$35,000 to
10 \$55,000; increase Open Enrollment-Data Entry from \$62,000 to \$125,000;
11 change Public Education to Beneficiary Education to more clearly define the line
12 item; increase Computer System by \$350,000 for HIPAA compliance; and
13 decrease the FY 02 amount for insurance from \$150,000 to \$100,000 and increase
14 the FY 03 amount from \$150,000 to \$200,000.

15 Vote: Unanimously passed.

16
17 RECESS (11:28 a.m. to 11:38 a.m.)

18
19 D. Appropriation request to 2002 legislature

20 Motion to recommend making an appropriation request to the 2002 Legislature.

21 (Hidano/Williams)

22 Discussion: Amendment of Act 88, SLH 2001 to show EUTF as expending
23 agency of the \$300,000 appropriated in the Act; the FY 02 request would be for
24 the balance. The appropriation request should reflect required amounts for both
25 years. Possible funding sources: transfer of monies from the Health Fund,
26 general funds.

27 Vote: Unanimously passed.

28
29 E. Amendments to Chapter 87A

30 Revise the EUTF law to provide an exception to the Sunshine Law to allow the
31 two trustee groups to separately caucus. The Deputy Attorney General was
32 requested to draft a proposal for the Administrative Committee to put before the
33 board. This item will be continued and placed on the agenda for the next
34 Administrative Committee meeting.

35
36 III. NEXT MEETING

37 Thursday, March 7, 2002, 9 a.m. to 12 noon. The agenda for the next meeting will
38 begin with legislative proposals.

39
40 IV. ADJOURNMENT

41 Motion to adjourn. (Hidano/Williams)

42 Discussion: None.

43 Vote: Unanimously passed.

44

1 Meeting adjourned at 12:29 p.m.

2
3 Respectfully submitted,
4
5
6
7

8
9

Kathryn Matayoshi, Chairperson
10

11 APPROVED on March 7, 2002.
12

13 Documents distributed:

- 14 1. Memorandum submitted by Mr Melvin M. Higa, Mutual Benefit Association of Hawaii,
15 dated February 25, 2002. (1 page)